

91-002

February 25, 1991

PERS and TRS Employers

New member Enrollment Form and procedure

New Enrollment Form

Effective April 1, 1991, the Department of Retirement Systems will initiate use of a new member Enrollment Form. This form will replace the Employee's Permanent Record form (EPR). Each retirement system employer will receive a supply of these new forms in March.

Beginning April 1, DRS will no longer accept the Employee's Permanent Record form. If at that time you have any unused EPR forms, please discard or recycle them.

The Name/Address Change form and the Beneficiary Designation form will continue to be used to change relevant information in an employee's file.

New Enrollment Form Procedure

Also effective April 1, 1991, there will be two procedural changes in the way member enrollment information for PERS and TRS employees is received and processed by DRS.

1. A member will complete and submit an Enrollment Form only when he or she initially enters a specific retirement system.

If you hire an employee who has previously been a member of the retirement system under which you will report him or her, that person does not have to complete an Enrollment Form. Employment information for those members will be determined from monthly transmittal data.

Because of this change in the way member employment information is collected, it is critical that transmittal reporting be timely and accurate. Please continue to correctly code transmittal transactions when hiring and separating employees. The hiring transaction needs to include the correct begin date and the final transaction must use status code "S" and the correct end date.

SPECIAL INSTRUCTIONS FOR ELECTED OFFICIALS: Members who participate in their retirement system as elected officials will still be required to complete an Enrollment Form each time they begin a new employment as an elected official. For the purpose of retirement participation, *elected officials* include all elected officials, persons appointed to fill vacant elective offices, state appointed officials who are appointed by the Governor, and city administrators. These individuals must apply to participate as elected officials and be accepted by the Director of the Department of Retirement Systems.

LEOFF, JUDICIAL RETIREMENT SYSTEM, AND WASHINGTON STATE PATROL RETIREMENT SYSTEM MEMBERS will continue to submit an Enrollment Form for each new employment. See DRS Notice 91-003 for information about enrolling these members.

2. Incomplete Enrollment Forms received by DRS will be returned to the employer with a request to complete the form and return it to DRS.

Copies of this material will also be sent to the employee. It will be the employer's responsibility to make certain that the Enrollment Form is completed, signed, and the information verified. It will be important to return the completed form to DRS as quickly as possible. Failure to have a complete Enrollment Form on file will result in delays in members receiving the rights and benefits that they are entitled to.

DRS extends its thanks to employers for assisting us in instituting the new Enrollment Form and new procedures. The result will be better member service and less processing time required of employers.

Please continue to contact the DRS Membership Section/Enrollment Unit for plan verification information or to determine if your employee has previously been a retirement system member. The Enrollment Unit can be reached at (206) 753-5292 or SCAN 234-5292.

The *Monthly Transmittal Reporting Handbook* will be updated to incorporate these changes. If you have questions about the new Enrollment Form, please call the DRS Enrollment Unit at (206) 753-5292 or SCAN 234-5292.

Maureen H. Westgard
Deputy Director

1991 DRS Notices

If you did not receive a Notice, check this list to verify that the Notice applies to you and/or your employees. If you need a copy, call the DRS Technical Writing Unit at (206) 586-4515, SCAN 321-4515.

Notice No.	Date	Applies to/ Subject matter
91-001	Feb. 4	All Retirement Systems Transmittal report due dates
91-002	Feb. 25	PERS and TRS Employers New member Enrollment Form and procedure
